

APPLICATION FOR RECORDS RETENTION SCHEDULE

GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR	1. GEORGIA DEPARTMENT OF HUMAN RESOURCES	ARCHIVES AND HISTORY
Application Date 82-10	Division of Public Health Health Planning and Statistics Office 47 Trinity Ave. S.W. Room 542-H Atlanta, Georgia 30334	Application Number 82-78
Application Number 4/12/82		Date Received APR 15 1982
		Date Completed APR 23 1982

2. Person to Contact: Sybill Mitchell
Working Title: Administrative Clerk
Telephone Number: 656-4922

3. Action Requested
a. ☒ Establish Retention Schedule; record will continue to accumulate.
b. ☐ Dispose of present accumulation; no further accumulation anticipated.
c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supersede; ☐ Void

4. Dates of Series
Earliest: 1973
Latest: continuing
5. Records Series Title (followed by title used in office; if different)
Vital Statistics Annual Computer Output Microfilm (C.O.M.) Reports

6. Division and Office Function: What is the function of the Division and the Office in which this record series is created?

The Division of Public Health, through the leadership of the Director, is responsible for the administration, direction, and coordination of the physical health programs throughout Georgia. This is accomplished by the establishment of health standards for business, housing, and field operations; and the improvement of the physical and dental health of adults and children; the diagnosis and control of diseases; and the daily State-wide program of registration, statistical coding, certification, and preservation of certificates of births, marriages, divorces, annulments of marriage, and deaths that occur each year in the State.

Office of Health Planning and Statistics has the responsibility to coordinate and direct health planning for the Division; provide quarterly and year-end performance reports to the Division Director and District Health Officers; act as liaison with the Department and the State Planning and Budget Offices; develop profile data for evaluating program effectiveness, using health indicators; direct research efforts in accordance with State health plans to access quality, quantity, and utilization patterns of services provided by the State; develop a comprehensive State and District health information system; develop and implement research and evaluation projects; provide technical assistance to Division personnel on identifying and developing research and evaluation needs; and compile, analyze, and disseminate health data and publish the State vital statistics.

7. Records Series Description: This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.
Documents relating to: recording the annual vital statistical totals, in various arrangements, for the following categories; Live Births, Spontaneous and Induced Abortions, Deaths, Infant Mortality, Maternal Mortality, and Marriages, Divorces and Annulments from vital records certificates.

Included are: See the attached detailed list and cross referenced information regarding the location and retention of the original vital records certificates and the microfilm copies of the certificates.

The file is arranged: alphabetically by report category; thereunder numerically by report number

8. Monthly Reference Rate: How often are records referred to which are:
One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ;
twenty-five months and older _____ ; continuing reference to the statistical information

9. Annual Rate of Accumulation of Records
Letter-size drawers: 1 ; Legal-size drawers _____ ; Shelves _____ ; Other (Specify) _____

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record? <u>see attached law</u>
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? <u>information from vital records certificates</u>

11. Retention Requirements

The following requires the series to be kept:

a. State Law	<u>permanent</u> years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

See attached sheet - Code of Georgia Annotated - 1979 Revision
Book 25, Chapter 88-17, page 303

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____

- ☐ Hold in the office for _____ month(s) _____ year(s); then:
- ☐ Transfer to State Archives; hold _____ year(s); then:
- ☐ Transfer to State Records Center; hold _____ year(s); then:
- ☐ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify):

Record Copy

Reference Copies

C.O.M. Security Original

(3) C.O.M Duplicates

Cut off file at the end of each calendar year, transfer to State Archives for permanent retention.

1-copy- DHR Library Copy- retain in Health Planning and Statistics Central Office permanently.

1-copy- Office Reference Copy- retain in Health Planning and Statistics Central Office for active reference and inquires, destroy when no longer needed.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Sherry Davis</i>	<i>4/7/82</i>	<i>Paul Murphy</i>	<i>4/8/82</i>
State Records Committee (Signature)		Date	
State Auditor/Designee		<i>4-20-82</i>	
Secretary of State/Designee		<i>4-19-82</i>	
Attorney General/Designee			

Recommendations in paragraph 12 are approved.
(If disapproved, attach letter of explanation.)